Adminware™ for Continuing Education

All encompassing Windows-based (Microsoft Access) database
to meet the needs of any size of Continuing Education department

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Adminware™ for Continuing Education is an all-encompassing database that meets the needs of Continuing Education departments.

The database consists of several modules:

▸ Student enrollment
▸ Course offerings
▸ Teachers
▸ School facilities
▸ Permanent Mailing List
▸ coded Look-Up tables
▸ System and User configuration (including security)

Program requirement:

This *Adminware™* program is a customized Access 2000/2002 application. As such, Access 2000 or Access 2002 is required — Access comes with the *Microsoft Office Professional* suite of programs. All of the forms (screens) have been designed at a resolution of 800x600 on a 17" monitor.

The program will work in Windows 95/98/ME/2000 and with a Microsoft NT server.
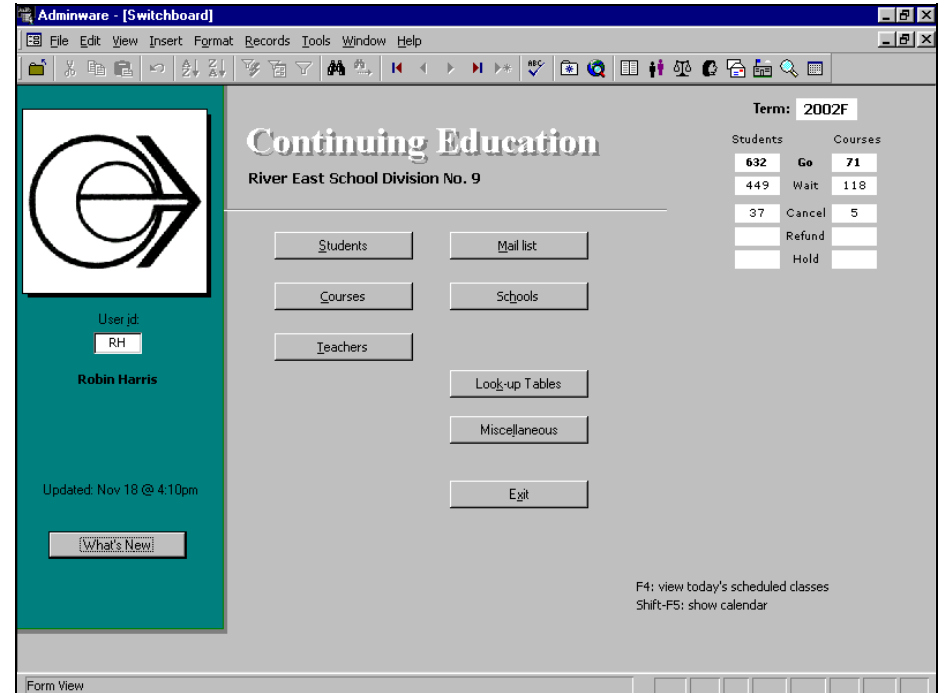
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◗ Main Switchboard

Figure 2 Main Switchboard

▸ provides access to the various modules

▸ user id is used to determine availability to modules/features depending upon security level

▸ switch modules via command buttons on the Main Switchboard or via buttons on the ACToolbar

◗ Students

Figure 4 Students

▸ top portion is student demographics. One entry *for life*.

▸ bottom portion consists of two tabs:
   * current term's course(s)
   * past (all) courses ever taken

▸ current term's courses include unlimited number with unlimited fee transactions per course. Various look-up values include course details and 'live' enrollment counts.

▸ double-click on course id *jumps* to course screen

▸ unlimited fees per course

Add a new student

Figure 5 Add a new student dialog

▸ popup dialog box used to add/enroll a new student

▸ various duplicate checking and data integrity verification is done at this initial stage in an attempt to track all courses ever taken by a student.

Enroll a student

▸ enroll an existing student into another course

▸ various course enrollment checks are performed to stop overbooking

Figure 6 Enroll a student dialog

Move a student

▸ used to 'move' a student's data to another (same!) student

Figure 7 'Move' a student dialog

Delete a student

Figure 8 Delete a Student / Course dialog

▸ dialog box used to check the ability to delete a student and/or course

Student Reporting

Figure 9 Student Report Criteria/Reporting dialog

▸ several report types available

▸ additional options, sorting, and criteria options vary depending upon selected report type

▸ the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

Preview reports:

Figure 10 Divisional student listing

Figure 11 Class attendance register

Figure 12 Labels (3 col x 10 row)

Figure 13 Receipt (computer generated)

Receipts

▸ various options to print different types of receipts

▸ ability to generate duplicate receipts

Figure 14 Tax Receipt dialog

◗ Courses

Figure 15 Courses

▸ bottom half of screen has 4 tabs:
  * course details
  * description/brochure
  * 'live' student list
  * detailed meeting dates

▸ double-click on teacher *jumps* to teacher screen

Figure 16 Student list

Figure 17 Course Meeting dates

▸ double-click on student's last name *jumps* to student screen

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Course Reporting

Figure 18 Course report criteria

▸ several report types available

▸ additional options, sorting, and criteria options vary depending upon selected report type

▸ the Status (any) criteria allows you to choose a random group of Status codes: Shift-Click for a range; Ctrl-Click for individual codes

Course report previews:

Figure 19 Course List

Figure 20 School Use (list)

◗ Teachers

Figure 21 Teacher

▸ bottom of half of screen has 5 tabs:
* payroll
* current term's courses taught
* detailed current term's meeting dates
* all courses ever taught
* other course interests

▸ double-click on course id to *jump* to course screen

Figure 22 Current term's courses taught by teacher

Teacher Reporting

Figure 23 Teacher report criteria

▸ several report types available

▸ additional options, sorting, and criteria options vary depending upon selected report type

▸ the 'group' criteria allows you to choose a random group of teachers: Shift-Click for a range; Ctrl-Click for individuals

Figure 24 Teacher course listing

◗ Permanent Mailing List

Figure 25 Permanent Mailing List

Figure 26 Mailing List Report Criteria

Figure 27 Summary list

◗ Schools

Figure 28 Schools

▸ bottom half of screen has 2 tabs:
  * current term's usage (course listing)
  * school facilities available at this school

Figure 29 School facilities

Figure 30 School Report Criteria

◗ Today's Classes (F4)

Figure 31 Classes Scheduled 'Today'

▸ press F4 from anywhere to view classes scheduled to meet today

▸ change date from drop-down list or previous/next days/weeks or via pop-up calendar

◗ Calendar

Calendar displays different information depending upon how it was activated:

▸ Shift-F5 from anywhere displays standard calendar

▸ calendar from the Course Meeting Dates module highlights all course meeting dates (illustrated at right)

▸ calendar from the Teacher Meeting Dates module highlights all teacher meeting dates

▸ holidays displayed in green; course/teacher meeting dates highlighted in blue; today's date appears as 'button'

▸ view previous/next month

▸ double-click on any date to view all courses scheduled to meet on that date (see image on previous page)

Figure 32 Calendar

Edit/Saved records

As soon as you begin typing in a field in a record, that record is locked and editing begins. The icon in the left hand bar (called the *record selector*) on the form changes from a black triangle to a pencil. As long as the pencil icon is present, the data for this record has *not* been saved — moving to another record or clicking the Save button on the *form* will save the data.

Figure 33 Saved record

Figure 34 Edited record

Figure 35 Locked record

◗ Look-Up Tables

User-defined coded look-up tables used by the various drop-down lists throughout the program.

‣ each 'radio' button displays a different table for user-defined adding/editing

Figure 36 Coded Look-up Tables

◗ Users

‣ define options and security levels for each program user

Figure 37 Users

◗ Keystrokes

Standard Access keystrokes	
Tab	move forward from field to field (Shift-Tab to move backwards)
Shift-F2	'zoom'/view all contents of current field
F5	refresh screen
F7	spell check (should *select* desired text *first*)
F8	extend select
F9	refresh list/combo box
Shift-F9	requery underlying tables
Ctrl-F	find (in virtually any field on a 'main' form)
Ctrl-;	Today's date

Don't forget to use the *Alt-keystroke* shortcut keys as well!. For example, Alt-S from any input form will select the Save button; Alt-R will invoke the Report module; Alt-W will pull-down the Window menu (useful to switch between any open modules).

Figure 38 Standard Access Find dialog box

What's New?

These are features/new items found in the Windows version of *Adminware™* versus those found in the DOS version:

Students
- ▸ one student, all courses grouped together
- ▸ new fields: mail status, e-mail, cell phone
- ▸ more how and source codes

Courses
- ▸ option to display all previous courses or specific term
- ▸ new field: minimum for a Go

Fees
- ▸ unlimited fees per course
- ▸ new fields: category, reference, exp date

Teachers
- ▸ all previous courses taught available
- ▸ new field: e-mail, cell phone
- ▸ new course interest table

Mail List
- ▸ new fields: mail status, e-mail, cell phone, website URL

School
- ▸ new fields: e-mail, website URL

General
- ▸ multiple forms (modules) open at the same time
- ▸ e-mail buttons from student, teacher, and mail list invoke e-mail program
- ▸ print preview of all reports
- ▸ reports can print images
- ▸ reporting: multiple criteria options available
- ▸ cut and paste between any other Windows application

About Adminware Corporation

Adminware is a Manitoba-based computer consulting company owned by Robin Harris. Robin has been supplying customized database solutions since 1986. Initially this was done in the DOS environment using dBase as the underlying database structure. Since 1999, this database work has been done in Microsoft Access.

In addition to providing customized Microsoft Access database solutions, Robin develops websites and provides computer courses in WordPerfect, Access, FrontPage, and Outlook 2000.

Other database applications that Adminware has created include *The Church Executive™*, non-profit solutions, and administrative analysis tools for school divisions. Some of Adminware's clients with customized database solutions include:

- · International Wildlife Adventures (tours to Churchill and beyond)
- · St. James-Assiniboia School Division (marks analysis)
- · Seven Oaks School Division (journal/periodicals)
- · The Variety Club of Manitoba
- · The Manitoba Lung Association
- · Saskatoon Stamp Centre

As well, Robin is very prominent in the world of Canadian philately:

- · he has published seven books devoted to the modern-era stamps of Canada
- · he is the webmaster for The Royal Philatelic Society of Canada
- · his award-winning website contains specialized information devoted to the stamps of Canada, USA, and the Great Britain 'Machins'
- · he is currently the editor of the *Corgi Times*, a bi-monthly journal of the Elizabethan II Study Group (specializing in the stamps of Canada issued during the reign of Queen Elizabeth II)